

Project:	Commercial Real Estate Brokerage Services – Step 1 of Two-Step Process	Date:	December 20, 2019
		RE:	Addendum #1
		# of	
		Pages:	2

The following revisions and/or clarifications are to be made to the Request for Proposals for **Commercial Real Estate Brokerage Services – Step 1 of Two-Step Process**:

I. Section III (Timetable & Designated Contact), Part A (Key Dates) is hereby amended to read as follows:

A. Key Dates

Subject to change at BPCA’s discretion, the following are key dates for this RFP:

- RFP Step 1 documents issued: December 6, 2019
- Deadline to submit questions to BPCA: Monday, December, 23, 2019 by 3:00 p.m. EST (by email only).

All questions regarding this RFP should be submitted in writing via email to the “Designated Contact”:

Emily Birdseye, Battery Park City Authority, at emily.birdseye@bpca.ny.gov.

- BPCA’s response to substantive questions, if any: December 26, 2019 (via posting on the BPCA website)
 - **QUALIFICATION PACKAGE DUE DATE:** December 30, 2019 by 3:00 p.m. (the “Due Date”)
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II. Questions: The following questions have been asked regarding this Request for Proposals.

1. “My specific question stems around section IV B romanette ‘v’ regarding having experience with ‘commercial negotiations on behalf of a public or quasi-public agency, authority, or department for a property within New York State.’ Specifically, I wanted to know if state pension funds qualify, in addition to the traditional non profits type entities that receive funds from state entities. Additionally, if we had experience selling a leasehold position where the agency that owned the fee was a public or quasi public

agency, but we represented the lessee that was not the public entity, would that be considered applicable experience? If you could let me know soon, that would be greatly appreciated.”

As relates to the minimum qualification requirements outlined in Section IV.C, Subsection 1.b (v), past work “on behalf of a public or quasi-public agency, authority, or department” may include work for entities closely affiliated with the public sector, such as pension funds, or transactions related to publicly owned land or property. Respondents unsure if a past project meets this or other criteria should include an explanation in their submission of how the project demonstrates the respondent’s ability to complete the scope outlined in the RFP.

- 2. Is it possible to obtain a version of the Vendor Responsibility Questionnaire that permits insertions directly onto the document—versus printing out and hand insertions?

An electronically editable version of the Vendor Responsibility Questionnaire is not available at this time.

By signing the line below, I am acknowledging that all pages of the addendum has been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

Print Name

Signature

Date

Number of pages received: _____ <fill in>

Distributed to: All present and all prospective Proposers